

State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: July 28, 2005
Time: 10:00 a.m. to 11:30 a.m.
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	X
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	
Cynthia Baumann	Dept of Personnel	775.684.5418	cbaumann@ifs.state.nv.us	
James Brady	Dept of Information Technology	775.684.5891	jfbrady@doit.nv.gov	X
Chuck Conner	Dept of Motor Vehicles	775.684.4578	cconner@dmv.state.nv.us	X
Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
Jeff D'Amario	Public Utilities Commission	775.684.6192	jdamario@puc.state.nv.us	X
Lon DeWeese	Housing Div	775.687.4258	nhd@nvhousing.state.nv.us	
Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	X
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	X
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
Tony Injayan	Purchasing Div: Administration	775.684.0176	tinjayan@purchasing.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	X
Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
Teri J. Mark	Library and Archives Div	775.684.3323	tjmark@clan.lib.nv.us	X
Dorothy A. Martin	Dept of Transportation	775.888.7750	dmartin@dot.state.nv.us	X
Jon Mathews	Dept of Information Technology	775.684.5843	jmathews@doit.nv.gov	
Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
Glenn Meyer	Welfare Division	775.684.0580	gmeyer@welfare.state.nv.us	X
Chuck Moltz	Office of the Attorney General	775.684.1151	CMMOLTZ@ag.state.nv.us	
Lorraine T. Newlon	Div of Consumer Affairs	702.486.9777	lnewlon@fyiconsumer.org	
Dan O'Barr	Dept of Correction	775.887.3271	dobarr@doc.nv.gov	
Randy Potts	Dept of Information Technology	775.684.5625	rpotts@doit.nv.gov	
Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	
Grant Reynolds	Dept of Business & Industry	775.687.4250	greynolds@dbi.state.nv.us	
Lani Smith	Dept of Public Safety	775.684.4800	lsmith@dps.state.nv.us	X
Dan Stockwell	Dept of Information Technology	775.684.7300	stockwel@doit.nv.gov	X
Janie Ware	Div of Child and Family Services	775.687.4250	jware@dcfs.state.nv.us	X
Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	X
Madilyn Zike	Div of Child and Family Services	775.687.5500	mlzike@dcfs.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Kim Foster	Department of Personnel	775.684.0102	kfoster@dop.nv.gov	X
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X
Roger Sliva	Dept of Information Technology	775.684.5847	rsliva@doit.nv.gov	X

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DISCUSSION HIGHLIGHTS

1. Terry Savage reviewed the State's history in regard to standards and the current Architecture Committee. He reviewed the Nevada IT Operations Committee (NITOC) structure and how the committees report to NITOC. NITOC must approve all standardized information technology resources in addition to their review by the IT Strategic Planning Committee (ITSPC) for applicability to business processes.
2. The committee discussed the rules of engagement for the TSC. It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment. Comments would be voluntary from agencies on final draft, via e-mail. Terry stated that nobody was denied committee membership and that further participation from agency representatives are welcome. Enforcement concerns were expressed; the Governor has ultimate authority and the arbitration process may be used. There will be Grandfather Clauses in the standards as well as the option of the NITOC approved exemption process ([http://www.nitoc.nv.gov/NITOCdocs/2.06\(B\).doc](http://www.nitoc.nv.gov/NITOCdocs/2.06(B).doc)).
3. Committee members discussed and agreed that new purchases must meet new TSC standards once approved.
4. Terry expressed his desire to have two to five standards passed by the January / February timeframe.
 - Impact statement for each standard must be developed. This will give a view of the cost.
 - Exceptions will be reviewed on a case by case basis.The new standards will aid in the budget process in which TIRs are due by April 15, 2005.
5. The draft TSC Charter was reviewed and accepted, with revisions.
6. It was commented that milestone targets need to be set for the development of standards.
7. The committee agreed that a Legislative Budget Analyst should attend the meetings. Sherri McGee agreed to recruit someone from LCB for membership.
8. The committee asked for a copy of the strategic goals so that the standards can be reviewed for conformance. Sherri McGee agreed to e-mail the strategic goals and their priority.
9. Patricia Morse-Jarman asked that the meetings be video-conferenced to the south. It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.
10. Possible standards and their priority were voted upon during the brainstorming session. The committee developed an initial list of possible standards. The committee then voted on the possible standards to limit the list by "first pass voting." The possible standards receiving five or more votes were then issued a second vote in which the top five were selected. The outcome is listed below with the highlighted technologies being the first five to be addressed...

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07/28/05		Technical Standards Committee	
Potential Standards and Prioritization			
Technology	Vote 1	Vote 2	
Storage	IIII III	IIII II	
Database	IIII IIII II	IIII IIII II	
Email	IIII IIII IIII	IIII IIII IIII	
Languages	III		
Electronic Records Management Systems	IIII II	IIII	
Electronic Document Management Systems			
Change Control			
Desktops	II		
Digital Signature	IIII III		
Networks			
Encryption	III		
Hardware Platforms	IIII		
Software			
Modeling Tools			
Interoperability	I		
Telephones	I		
Voice Over IP			
Video Conference	I		
Web Portals	II		
Secure Data Transfer	I		
PDA's			
Wireless	IIII	IIII	
Anti-virus			
Business Systems			
Office Productivity	III		
Backup & Recovery	IIII III	IIII II	
Imaging			
GIS	I		
Content Management	III		
Business Continuity	I		
Physical Security	I		
Directory Services	IIII		
Cost Factors			
Authentication/Biometrics	IIII II	IIII II	
Single Sign On	I		
Data Replication			
Auto Sign Off			
Purchasing	I		

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Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Open	
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Open	

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Open Issues

Item No.	Issue	Justification	Impact Statement	Date